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25 FEB 1981

MEMORANDUM FOR: All ISB Personnel

FROM:

  
Chief, Industrial Security Branch

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SUBJECT: Control and Storage of ISB Documents and Files (U)

1. As you can see from the attached memorandum, the PSD vault is now accredited for open storage of SCI material and the Conference Room (or Bull Pen) is accredited for closed storage of SCI material within GSA-approved containers. You should also note the caveats attendant to these accreditations. (U)

2. When the moratorium on procurement of furniture is lifted, open shelving units will be ordered to store our files in the PSD vault. Until these units can be installed, we will continue to use the four GSA-approved containers now in the vault. We are, however, no longer required to keep them locked. (U)

3. What this means to you is easier and quicker access to the files and, no doubt, a corresponding increase in efficiency and production. What it means to our document control and filing system is chaos, unless we all follow some standard procedures to keep track of our material. Until further notice, these procedures will be as follows:

a. A sign-out sheet will be placed on the middle of the three safes in the vault. When you remove an SCI document or any file or any audit report (SCI or collateral), sign it out on the log. NO EXCEPTIONS!

b. When you no longer need a document or file, bring it to one of the clerical staff. She will enter the return in the log and replace the item in the container. Do not refile it yourself.

c. You may, if you prefer, ask one of the clerical staff to pull your files or documents for you. In this case, she will also enter a charge-out to you on the log.

  
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WARNING NOTICE  
INTELLIGENCE SOURCES  
AND METHODS INVOLVED

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d. These steps apply only to material staying strictly within the ISB work areas. Any material to be sent outside ISB must be handled, logged, and receipted by one of the clerical staff.

e. Do not make your own copies of SCI documents. Reproduction of SCI material will be handled and properly recorded only by the ISB clerical staff. (Please don't plan to make a quick copy and tell [redacted] later - you are only circumventing the system, and probably will forget to tell them anyhow.) (U)

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4. An SCI document inventory is due and will be conducted when the senior Branch secretary is in place. Now is the time to make sure that all SCI material in your custody is properly logged out and noted as to location. (U)

5. Cooperation and assistance from all hands is especially needed at this time to keep our document records and the Branch filing system accurate and orderly. Your comments and suggestions are also welcome at any time. (U)



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Attachment

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